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DD/S 68. 2000

16 APR 1968

MEMORANDUM FOR: Executive Director-Comptroller
Deputy Director for Intelligence
Deputy Director for Plans
Deputy Director for Support
Deputy Director for Science and
Technology

SUBJECT : Nominations of Candidates to be Recommended for:

- (1) Arthur S. Flemming Awards
- (2) William A. Jump Memorial Award
- (3) National Civil Service League Career
Service Award
- (4) Federal Woman's Award
- (5) Federal Government Accountants
Awards
- (6) National Capital Award
- (7) Paperwork Management Award

1. This memorandum requests your nominations for the Public Service Awards listed above. The attached pamphlet describes the criteria for these awards and contains lists of previous winners and nominees.


2. The procedure for selecting candidates which we have used for the past several years has proven to be most effective and efficient. This system provides sufficient time for full and careful consideration of candidates and to work up the basic nominating documents before the Agency receives the formal invitation for nominations. We hope to further reduce the pressure by moving up the deadline for submission of candidates this year.

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3. The Agency did not submit nominations last year for the following awards: Arthur S. Flemming Awards, the William A. Jump Award, the Federal Government Accountants Awards, and the National Capital Award. While we would not ask the Director to endorse a candidate who is not fully qualified and deserving of these awards, I do urge you to consider carefully the employees under your supervision so that no qualified nominee is overlooked. A review of Honor and Merit Award recipients under your jurisdiction may well be a useful source of nominees for the Public Service Awards listed above.

4. It is requested that you canvass your officers and screen potential candidates in your area for each of the awards listed above and send me your nominations on or before 31 May 1968. You may submit more than one name for an award. This Office will then compile a list of all nominees submitted and forward it to the Director for final decision. We will be happy to give you any assistance you may need in identifying employees who may be eligible for these awards.


Robert S. Wattles
Director of Personnel

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